

Open Enrollment for 2008 Instructions

November 5 – November 30, 2007

To complete this process online, you must have a CRYPTOCARD with administrative level access. If you can enter your own Time & Effort, you have administrative level access. If you do not have a CRYPTOCARD with administrative level access, please contact the HR Service Center at 667-1806.

You will need the following critical pieces of information about each individual you wish to be covered:

1. Relationship to you
2. Legal name
3. Address (if different from yours)
4. Social Security Number
5. Date of birth

Steps for using Oracle Self Service for Open Enrollment:

1. Go to the Weblogin screen for the Oracle Self-service On-line Application (<http://epprod.lanl.gov>).
2. Enter your Z Number and passcode from your CRYPTOCARD.
3. Click the "LANL Worker Self Service" link.
4. Click the "Benefits" link on the menu to the right.
5. Review and ACCEPT the Legal Disclaimer. If you do not accept, you cannot proceed.
6. Review your list of family members and others. If you need to add a dependent, click the "Add Another Person" button.
7. If you **do not** need to add a dependent, click "Continue" and go to [Step 8](#) below. To Add a Dependent:
 - a. Click "Add Another Person" and fill out the required fields (marked with a blue asterisk).
 - b. Use today's date (e.g. 01-Nov-2007) as the "Relationship Start Date."
 - c. A note on addresses: If your dependent shares your address, check the "This person live with me" box. If you need to add another address, fill in the required fields. After you type the city name and press Tab, the system displays a dialog box with one or more items. Click the button to the left of the correct city; then click the "Select" button. The system fills in State, County, and Country.
 - d. After filling in all required fields, click "Save."
 - e. Repeat these steps for each new dependent you wish to add.
 - f. **Note:** *If you get an error message saying the person's SSN may already exist in the system, please call the HR Service Center at 667-1806 for assistance.*
8. After reviewing the "Benefits Enrollment" page, click the "Change Your Benefits Enrollments" button.

9. Select the plan you wish to enroll in by checking the box next to the premium of the plan you want. Your current enrollment will already be checked.
 - a. *If you wish to **dis-enroll** from a plan, check the “Waive Plan” box.*
10. To participate in the Health Care Reimbursement (HCRA) or Dependent Care Reimbursement (DCRA) accounts, enter your desired annual participation amount. The system will calculate your average deduction per pay period when you click “Recalculate” at the bottom of the page.
11. Click the “Save>Next” button at the bottom of the page.
12. Select the dependents by checking the “Cover” box next to each dependent you would like to be covered on each plan. To drop dependents from coverage, uncheck the box.
13. Click the “Save>Next” button at the bottom of the page.
14. Review your beneficiaries and update if you desire. Click the “Next” button at the bottom of the page.
15. Print your confirmation page for your records and then click FINISH to finalize your enrollment. ***If you do not click FINISH, your changes will not be saved!***
16. You may log out of the ORACLE Self Service application at this time. Be sure to save that confirmation statement and review your enrollments on your MyLANL page after November 30, 2007.

You can make changes until November 30, 2007. When you click the FINISH button, the system saves any changes you have made. The last change made is your official selection for Open Enrollment.

If you need to update a dependent’s information, please contact the HR Service Center at 667-1806 or benefits@lanl.gov. Please do not send Social Security Numbers through electronic mail.

If you need more help, you can contact the EIA Consultants at eiaconsult@lanl.gov or 665-4444, option 2.